

Graduate Administrators - TA/RA-in-Lieu Employment Information – Fall Term 2019

If you are a graduate administrator, please review the below FAQ.



What is the hourly wage for Group A TAs/RAs?

- \$43.63 (*please note the actual rate for the 2019/20 academic year has not been finalized*).

Understanding CUPE Dental Deductions

- All Group A TAs/RAs will be deducted a **one-time** fee of **\$115.56** on the first pay of the semester (*please note the actual fee for the 2019/20 academic year has not been finalized*).
- For CUPE dental plan/ opt out questions – please contact administrator@cupe3906.org

When will students receive their first deposit for the Fall 2019 Term?

- September 13th, 2019.
 - In order for the TA/RA to be paid on this date, please submit completed paperwork to HR no later than Monday, September 2nd 2019

How do the pay periods work?

- TAs/RAs will be paid out over 8 pay periods between September 3rd - December 14th 2019
 - *Example:* Total premium \$5802.79 / 8 pay periods = 725.35 bi-weekly
 - Payroll Cut-off Calendar can be found [here](#)

Where do I submit scholarship and employment earnings?



- For scholarship changes – please contact gradpay@mcmaster.ca
- For TA/RA employment earnings – please submit the employee contract to hr.mcmaster@mcmaster.ca
 - In the event there is no contract or for any other changes – please submit an **SPP** form

What do I need to indicate on the SPP form?

- Employee name & ID
- Course code
- Position number
- Earnings code = **TAG**
- One time or biweekly
- Contract dates & total number of hours
- Chartfield information

How do I find the position number for my department?

- Human Resources > Recruiting > Reports > Recruitment Queries > Department Position Inquiry

What if the student is no longer completing their TA/RAship?

- Have not received payment → please email a stop request to hr.mcmaster@mcmaster.ca
- Received a payment → please complete an HR Event form with confirmation of total number of hours worked to determine under or overpayment

What forms do students holding a TA/RAship need to submit?

- [Contact and deposit form](#)
- 2019 [TD1](#) & 2019 [TD1ON](#) Tax forms
- Valid SIN and study permit

** If you have a returning Teaching Assistant who has previously submitted the above forms, they are not required to submit these forms again. However, if there are changes to the information collected, please ask your TA to re-submit the associate forms.*

Where should all employment forms be submitted?



- All paperwork should be sent to HR in [Campus Services Building, Room 202](#) as soon as it is received.
- Paperwork can also be scanned to directly to hr.mcmaster@mcmaster.ca